



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education State Planning and Operations Division State Office Building Atlanta, Georgia 30334	Application Number 81-135	
Application Number		Date Received FEB 23 1981	Date Completed FEB 27 1981
2. Person to Contact Victor Levy		Working Title State Budgeting and Fiscal Control Coordinator	
		Telephone Number 656-3435	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1978		5. Records Series Title (followed by title used in office; if different) State Budgeting and Fiscal Control Coordinator's Subject Files	
Latest To Date			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Coordinator of State Budgeting and Fiscal Control is responsible for coordinating the preparation of the Office of Vocational Education budget, including grants and administration; coordinating preparation of the VEDS Report; providing financial and statistical information for the Annual Vocational State Plan and Accountability Report; and preparing periodic financial reports on various statistical groups in vocational education such as disadvantaged, handicapped, etc. The Coordinator also collects Census data, Labor statistics and information from Chambers of Commerce for use in calculating the actual allocation of federal funds to local school systems.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Collecting, analyzing, and compiling financial and statistical data used in preparing budgets, financial reports, State Plan, and any other documents containing financial data required by the Office of Vocational Education. Included are: Budget calculation data, including budget requests and budget changes; grant requests, allotment and expenditure data; various accounting reports; input to and output from the MIS (Management Information System); various instructional manuals; correspondence and other documents used in coordinating vocational state budgeting and fiscal control. File is arranged: Chronologically by fiscal year; thereunder by subject.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>100</u> ; Seven to twelve months old <u>100</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Auditable Financial Data in Accounting Services.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ 1 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Files are constantly referenced prior to completion of published reports and may be destroyed upon verification of included data.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 1 _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) _____

Earlier destruction is authorized.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date												
<i>[Signature]</i>	2/23/81	Walker L. Baumgardner	2-23-81												
<table border="1"> <thead> <tr> <th colspan="2">State Records Committee (Signature)</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>State Auditor/Designee</td> <td><i>[Signature]</i></td> <td>2-26-81</td> </tr> <tr> <td>Secretary of State/Designee</td> <td>Carroll Hart</td> <td>2-26-81</td> </tr> <tr> <td>Attorney General/Designee</td> <td><i>[Signature]</i></td> <td>2-27-81</td> </tr> </tbody> </table>				State Records Committee (Signature)		Date	State Auditor/Designee	<i>[Signature]</i>	2-26-81	Secretary of State/Designee	Carroll Hart	2-26-81	Attorney General/Designee	<i>[Signature]</i>	2-27-81
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Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)